

# VACANCY ANNOUNCEMENT

POSITION: Health Information Management Technician    OPEN: July 1, 2024  
SALARY: Based on Qualifications    CLOSES: Open until filled  
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

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## General Description:

This position organizationally falls under the Health Information Management Director of the Kickapoo Tribal Health Center McLoud, Oklahoma, as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to serve the health care needs of the population. The purpose of this position is to review the contents of the health record by verifying, assembling, analyzing for health record completion and also provide assistance and perform a variety of technical health information functions. Performs duties in support of the Kickapoo Tribal Health Center's mission to ensure the highest quality of patient care in an economically sound and efficient manner.

## Description of Duties:

For full Description see Human Resources

## Work Experience and/or Education:

- High School Diploma or equivalent, GED
- Two (2) years experience in health/medical records, acute, outpatient or physician's office.
- Computer literate, preferably the Indian Health Service RPMS computer system
- Must have excellent verbal and written communication skills
- Must have the ability to multi-task
- Medical terminology and anatomy, preferred
- Must be familiar with HIPAA

## Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI and Federal background clearance.
- Must have a valid Oklahoma Driver's License.

**Indian Preference:** In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application.

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, Attention Human Resources at P.O. Box 1360 in McLoud, Oklahoma 74851, or by fax at 405-964-2512, or via e-mail [kaylee.stevens@okkthc.com](mailto:kaylee.stevens@okkthc.com)

*Kickapoo Tribal Health Center is an At-Will Employer  
And a Drug-Free Workplace*